

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

SUPERVISOR CERTIFICATE PREKINDERGARTEN-12

*CERTIFICATE IS **REQUIRED** FOR ALL PERSONNEL WHOSE PRIMARY RESPONSIBILITY IS ADMINISTERING INSTRUCTIONAL PROGRAMS, SUPERVISING CERTIFIED PERSONNEL, OR SIMILAR ADMINISTRATIVE DUTIES.*

➤ **All requirements for the Supervisor Certificate must be met.** The certificate is valid with a concurrently held Arizona teaching certificate, the expiration date shall be the same as the expiration date of the teaching certificate. **Fees are not refundable.**

1. A valid Arizona Standard Elementary, Secondary, or Special Education Certificate.
2. A Master's degree or higher from an accredited institution. Official transcript(s) required.
3. Option A or B:

Option A:

1. **Three years** of verified full-time teaching experience in grades Prekindergarten-12. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify teaching experience.)
2. Completion of a program in educational administration which consists of 18 graduate semester hours of educational administration courses which teach the knowledge and skills described in the Professional Administrative Standards.
3. A practicum in educational administration or **two years** of verified full-time educational administrative experience in grades Prekindergarten-12. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify teaching experience.)

Option B:

1. A valid supervisor certificate from another state.
4. A passing score on the **supervisor administrator portion** of the Arizona Educator Proficiency Assessment.
5. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.

NOTE: If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution, you have **three years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on history, government, social studies, citizenship, law, or civics, you have **one year** to fulfill the requirement.

1. Arizona Constitution (a college course or the appropriate examination).
2. U.S. Constitution (a college course or the appropriate examination).

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.